

## **JOB SPECIFICATION**

**GRADE:** Lawyer  
**DEPARTMENT:** Human Resources  
**RESPONSIBLE TO:** Human Resources Manager

### **JOB PROFILE:**

The post holder is required to provide legal advice on the application and interpretation of relevant laws (including the application in Gibraltar of EU legislation), provide guidance and assistance to the Human Resources Manager.

### **The main functions of the post are: -**

To act as an in-house counsel for the Human Resources Department and provide legal advice on all issues relating to Human Resources, such as:

- Provide legal advice on Employment and Contract Law, and Conditions of Employment and Equal Opportunities.
- Provide legal advice on transfer of undertakings.
- Provide advice/present disciplinary proceedings/ Appeals, as and when required.
- Assist in drafting legal correspondence.
- Support and assist on legal issues that require the interpretation of law, including EU legislation.

In addition to the above, the role will also include the following inter alia:

### **Civil Status and Registration Office**

- Support and assist the Head of Civil Status and Registration Office on legal issues that require the interpretation of law, including EU legislation.
- Provide legal advice on departmental matters relation to Immigration, Nationality and Asylum and Refugees Acts.
- Provide legal advice on Human rights issues.
- Monitor developments within the EU in the field of Immigration, Nationality, Asylum and Refugees.

**PERSON SPECIFICATION**

| <b><u>CRITERIA</u></b> | <b><u>ESSENTIAL</u></b>   | <b><u>DESIRABLE</u></b>  |
|------------------------|---|--|
| Qualifications         | Barrister or Solicitor who is entitled to practice in Gibraltar.  |  |
| Experience             | Minimum of five years post qualification experience.  |  |
| Knowledge              | Must be willing to specialise, in the long term in Employment and Contract Law, as well as Public Administration.   | <p>Good sound knowledge in employment and Contract Law.</p> <p>Good sound knowledge with legislation dealing with Immigration, Nationality, Asylum and Refugees.</p> |
| Key Skills             | <p>Able to demonstrate strong intellectual ability.</p> <p>Ensure efficiency and that deadlines are met adequately.</p> <p>Possess excellent organisational, written and verbal communication skills at all levels.</p> <p>Handle the general public in an appropriate manner at all times.</p> <p>Able to approach and analyse a wide range of problems, innovate and develop creative solutions, particularly in respect of difficult issues.</p> <p>Understand the relevant laws in their social setting and foresee the consequences of changes to the law.</p> <p>Possess the ability to understand the points of views of the stakeholders and be able to gain their confidence and trust.</p> <p>Be able to work as part of a team, gaining the trust of stakeholders and assisting them to arrive at an agreed policy decision.</p> | Computer literate.   |

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| Key Skills<br>(Con'd) | Be able to prioritise work, and to work under pressure.               |  |
| Other Requirements    | Available to work regularly, as required, after normal working hours. |  |